

District Court of Guam

REQUESTING AUTHORIZATION TO FILE ELECTRONICALLY

The next generation (NextGen) of CM/ECF provides An e-file registration module, which allows attorneys to request to file in a NextGen court. You must have an upgraded PACER account to request to file electronically in a NextGen court. If your PACER account was created prior to August 2014, you must first upgrade your account (see *Upgrading Your PACER Account* for instructions). It is recommended that you check the court's website to review their attorney admission requirements, local rules, and procedures.

Requesting Electronic Filing Privileges

- STEP 1 Go to www.pacer.gov.
- STEP 2 Click Manage My Account at the top of the page.



STEP 3 Log on with your upgraded individual PACER account user name and password.

MANAGE MY ACCOUNT

Enter your PACER credentials to update personal information, register to e-file, make an online payment, or to perform other account maintenance functions.



STEP 4 Click the Maintenance tab.



STEP 5 Click the Attorney Admissions/E-File Registration link.



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STEP 6 From the Court Type list, select U.S. District Courts. From the Court list, select the desired court (e.g., Guam Bankruptcy Court). Click Next.

Court Type *	U.S. Bankruptcy Courts	
Court *	Guam Bankruptcy Court (test) - NextGer	n
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	orney admissions and e-file registration are currently	y not available for all courts. If you do not see a co

STEP 7 Click Attorney Admissions and E-File. The options presented on this screen vary by court.



- **STEP 8** Verify personal information and complete required fields on the E-File Registration screen, and then click **Next**.
- STEP 9 Enter payment information and set as default for admissions/renewal fees and/or filing fees.

 This is optional. Once you have finished entering payment information or if you do not wish to enter payment information, click **Next**.

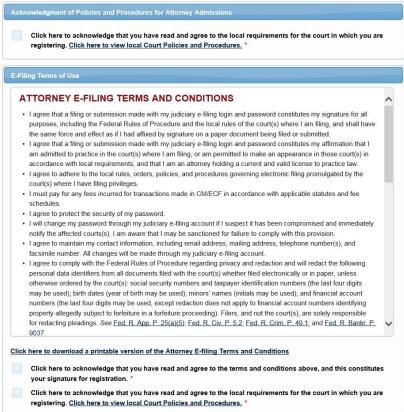
You can store up to three payment methods, credit cards or ACH, and associate them with the following fee types: admissions/renewal fees, filing fees, and PACER search fees. To



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designate a fee type to a specific payment method, select the check box next to the applicable fee type. You can associate more than one fee type to a payment method.

STEP 10 Acknowledge the policies and procedures for attorney admissions and attorney e-filers by selecting all applicable check boxes.



STEP 11 Click Submit. The court will review your admission request and provide you with further instructions (including a link to pay the admission fee online) via email.

Please note that you will be required to pay your admission fee online using the link provided in the email. Do not use the **Make One-Time PACER Fee Payment** option on **Manage My Account**.